



Our Ref: { MERGEFIELD MATTER_FEE_EARNER_ID }/{ MERGEFIELD
client_no }/{ MERGEFIELD matter_no }

Your Ref:

{ SET LETTER{ DATE \@ "d MMMM yyyy" } }{ref LETTER \@ "d MMMM yyyy" \ *
MERGEFORMAT }

{ IF { MERGEFIELD LINKNAME_TITLE_1 }= "" "{ MERGEFIELD LINKNAME_SURNAME_1 }"
"{ MERGEFIELD LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_INITIALS_1 } {
MERGEFIELD LINKNAME_SURNAME_1 }"
{ MERGEFIELD CALCULATION_ADDRESS }

Dear { IF { MERGEFIELD LINKNAME_TITLE_1 }= "" "Sirs" "{ MERGEFIELD
LINKNAME_TITLE_1 } { MERGEFIELD LINKNAME_SURNAME_1 }" }

Re: { MERGEFIELD MATTER MATTER DESCRIPTION }

We write to advise that judgment has been entered against the Debtor, but no response has been received within the time limit provided.

Please provide us with your further instructions as to whether you wish us to seek to enforce the debt, or alternatively whether you wish us to close our file.

Should you wish to enforce the debt, the following options are open to you:

1. Instruction of a Bailiff:
 - a) For debts of £600.00 or less, a County Court Bailiff can be instructed. A court fee of £100.00 applies, which you will need to pay on account
 - b) For debts of over £600.00, a High Court enforcement Officer can be instructed. An initial court fee of £100.00 applies, which you will need to pay on account.
2. Apply for an Attachment of Earnings Order. There is a Court application fee of £100.00 payable for each defendant against whom the order is requested.
3. Apply for a Charging Order. There is a Court application fee of £100.00 payable per order required.

We look forward to receiving your further instructions.

Yours { IF { MERGEFIELD LINKNAME_TITLE_1 }= "" "faithfully" "sincerely" }

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }